दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ नुसार संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य यांच्या आस्थापनेवरील "गट-अ ते गट-ड" या संवर्गातील पदांकरिता दिव्यांगांसाठी शासन सेवेत पदे सुनिश्चित करण्याबाबत.

# महाराष्ट्र शासन कौशल्य विकास, रोजगार व उद्योजकता विभाग शासन निर्णय क्रमांकः व्यशिअ २०२१/प्र.क्र.४९/व्यशि-१

मादाम कामा रोड, हुतात्मा राजगुरु चौक, मंत्रालय, मुख्य इमारत, मुंबई- ४०० ०३२ दिनांक : २२ फेब्रुवारी, २०२१

## वाचा :-

- १) दिव्यांग व्यक्ती हक्क अधिनियम, २०१६
- २) केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांची दिनांक ०४.०१.२०२१ ची अधिसूचना.
- 3) सामाजिक न्याय व विशेष सहाय्य विभाग शासन निर्णय क्रमांकः दिव्यांग-२०१९/ प्र.क्र.२५१/ दि.क.२, दिनांक १२ नोव्हेंबर २०२१
- ४) सामाजिक न्याय व विशेष सहाय्य विभाग शासन निर्णय क्रमांकः दिव्यांग-२०१३/प्र.क्र.३५/दि.क.२, दिनांक ०७ ऑक्टोबर २०१६
- ५) सामाजिक न्याय व विशेष सहाय्य विभाग शासन निर्णय क्रमांकः दिव्यांग-२०१९/प्र.क्र.२५१/ दि.क.२, दिनांक ०२ फेब्रुवारी २०२१

#### प्रस्तावना:-

दिव्यांग व्यक्ती हक्क अधिनियम २०१६ मधील कलम ३३ नुसार दिव्यांगासाठी शासन सेवेतील पदांची पदसुनिश्चिती करणे आवश्यक आहे. यासाठी केंद्र शासनाने दि.०४ जानेवारी २०२१ च्या अधिसुचनेन्च्ये पदांची सुनिश्चित केलेल्या पदांची यादी करुन सदर यादी केंद्र शासनाच्या www.disabiliotyaffairs.gov.in या संकेतस्थळावर policy/ Act/ Rules - Notification येथे List of post identification suitable for person With Benchmark Disability notified on ०४ जानेवारी २०२१ या शिर्षकाखाली प्रसिध्द केलेली आहे. सामाजिक न्याय व विशेष सहाय्य विभागाने दि.०७ ऑक्टोबर २०१६ च्या शासन निर्णयान्वये, राज्य शासनाच्या आस्थापनेवरील पदे दिव्यांगासाठी सुनिश्चित करण्याबाबतच्या सुचना निर्गमित केल्या आहेत. सदर शासन निर्णयातील निर्देशास अनुसरुन संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, मुंबई आस्थापनेवरील गट-अ ते गट- ड या संवर्गातील पदांकरीता दिव्यांगासाठी शासन सेवेत पदे सुनिश्चित केलेल्या शासन सेवेतील जागांच्या यादीचे पुनर्विलोकन करुन सदर पदे नव्याने दिव्यांग प्रवर्गासाठी सुनिश्चित करण्याची बाब शासनाच्या विचाराधीन होती.

## शासन निर्णय :-

दिव्यांग व्यक्ती हक्क अधिनियम,२०१६ मधील कलम ३३ नुसार राज्य शासनाच्या अखत्यारितील पदांची पदे सुनिश्चिती करण्यासाठी केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांनी दिनांक ०४ जानेवारी २०२१ च्या अधिसुचनेन्वये दिव्यांगासाठी सुनिश्चित केलेल्या पदांची यादी प्रसिध्द केलेली आहे. त्यामध्ये नमुद केल्यानुसार केंद्र शासनाने पदसुनिश्चिती करुन दिव्यांगासाठी पदे सुनिश्चित केलेली गट अ ते गट ड मधील जी पदे राज्य शासनाच्या आस्थापनेवर आहेत अशा पदांबाबत, केंद्र शासनाने प्रसिध्द केलेल्या यादीतील ज्या पदांची कर्तव्ये व जबाबदाऱ्या, कामाचे स्वरुप व प्रचलित वेतनश्रेणी राज्य शासन सेवेतील पदांशी समान आहेत अशा पदांची पदनामे जरी भिन्न असली तरी राज्य शासन सेवेतील ती पदे दिव्यांगासाठी सुनिश्चित राहतील, अशा सुचना सामाजिक न्याय व विशेष सहाय्य विभागाने दिनांक ०२ फेब्रुवारी २०२१ च्या शासन निर्णयान्वये दिलेल्या आहे.

- २. त्यास अनुसरुन केंद्र शासनाने निर्गमित केलेल्या दिनांक ०४ जानेवारी २०२१ रोजीच्या अधिसुचनेतील दिव्यांगासाठी सुनिश्चित केलेल्या गट अ ते गट ड संवर्गाकरीता या शासन निर्णयान्वये संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, मुंबई यांच्या आस्थापनेवरील "गट-अ ते गट ड" या संवर्गातील पदांकरीता दिव्यांगासाठी शासन सेवेत विवरणपत्र अ मध्ये दर्शविल्याप्रमाणे पदे सुनिश्चित करण्यात येत आहेत.
- ३. सदर शासन निर्णय, केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांची दिनांक ०४ जानेवारी २०२१ ची अधिसुचना व सामाजिक न्याय व विशेष सहाय्य विभागाच्या दि.०२ फेब्रुवारी २०२१ रोजीच्या शासन निणर्यान्वये दिलेल्या सुचनेनुसार निर्गमित करण्यात येत आहे.

दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ मधील कलम ३३ नुसार राज्य शासनाच्या अखत्यारितील पदांची पदे सुनिश्चिती करण्यासाठी केंद्र शासनाच्या सामाजिक न्याय व अधिकारिता मंत्रालय, नवी दिल्ली यांची दिनांक ०४ जानेवारी २०२१ ची अधिसूचना व सामाजिक न्याय व विशेष सहाय्य विभागाच्या दिनांक ०२ फेब्रुवारी २०२१ रोजीच्या शासन निर्णयान्वये दिलेल्या सूचनेस अनुसरुन कौशल्य विकास, रोजगार व उद्योजकता विभागाच्या अधिपत्याखालील खाली नमूद करण्यात आलेल्या विभागांना/ कार्यालयांना त्यांच्या आस्थापनेवरील तसेच त्यांच्या अखत्यारीतील सर्व प्रकारच्या संस्थांना, त्यांच्या आस्थापनेवरील गट-अ ते गट-ड या संवंगीकरिता दिव्यांगासाठी नवी प्रवर्गासह पदे सुनिश्चित करण्याची कार्यवाही त्यांच्या स्तरावर करण्याबाबतची सूचना संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई यांना शासन निर्णयाद्वारे देण्यात येत आहेत.

४. सदर शासन निर्णय महाराष्ट्र शासनाच्या <u>www.maharashtra.gov.in</u> या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेताक २०२१०२२३११२०२४३५०३ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(ना. कों. भोसले) उप सचिव, महाराष्ट्र शासन

## प्रत,

- १. मा.राज्यपाल यांचे सचिव, राजभवन, मलबार हिल, मुंबई.
- २. मा.मुख्यमंत्री यांचे प्रधान सचिव, मंत्रालय, मुंबई.
- ३. मा.मंत्री (कौशल्य विकास, रोजगार व उद्योजकता विभाग), मंत्रालय, मुंबई.
- ४. मा.राज्यमंत्री (कौशल्य विकास, रोजगार व उद्योजकता विभाग), मंत्रालय, मुंबई.
- ५. मा.विरोधी पक्षनेता, विधान परिषद / विधानसभा, विधानमंडळ सचिवालय, मुंबई.
- ६. मा.मुख्य सचिव, मंत्रालय, मुंबई.
- ७. मा.प्रधान सचिव, सामाजिक न्याय व विशेष सहाय्य विभाग, मंत्रालय, मुंबई
- ८. सचिव, कौशल्य विकास, रोजगार व उद्योजकता विभाग, मंत्रालय, मुंबई.
- ९. संचालक, व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई
- १०. आयुक्त, अपंग कल्याण, विशेष सहाय्य विभाग, पुणे
- 99. उपसचिव, व्यवसाय शिक्षण, कौशल्य विकास, रोजगार व उद्योजकता विभाग, मंत्रालय, मुंबई.
- १२. निवडनस्ती.

<u>प्रपत्र-अ</u> केंद्र शासनाच्या यादीतील पदांशी समान असलेल्या पदांकरिता दिव्यांग आरक्षण

अ. क्र.	पदाचे नाव	शारीरीक	अपंग आरक्षण	कामाचे स्वरुप	कार्यस्थिती/शेरा
		योग्यता			
٩	२	3	8	Ч	ફ
	गट-अ (व)				
٩	संचालक	S, ST, W,	a) B, LV	Administering the institutions, monitoring, and day-to-day functioning of	D, MI वगळून
		RW, SE, MF	b) D, HH	the institutions. Advise the Head of the Dept. on all matters of policy and	
			c) OA, OL, BA,	administration. Scrutinize proposals for expansion of administrative staff,	
			BL, BLOA, BLA,	renting or purchasing of buildings, furniture & other office equipment.	
			OAL, LC, Dw,	Coordinate activities of various units of the office. Decide the disciplinary	
			AAV	action to be taken against staff as per Rules and Regulations laid down by	
			d) MI	the Department of Personnel and make policy decisions in the matter of	
			e) MD involving (a)	administration. Implement policies of the Govt. May function as Head of	
			to (d) above	the office.	
२	सहसंचालक	S, ST, W,	a) B, LV	Duties assigned by the Director, assisting the Director. They serve in	The work is performed mainly
		MF, RW, SE,	b) D, HH	various capacities in the Government. They assist in and/or execute	inside. Occasional touring is
		С	c) OA, OL, BL,	various plans, policies of the Govt. in general, and their dept. in particular,	required. Working condition are
			OAL, CP, LC, Dw,	may supervise actual execution of different plans, schemes etc. by the	usually calm and quiet. The
			AAV	various units of the office and co- ordinate their work. May provide the	worker plans his work alone.
			d) MI	necessary inputs for the efficient running and expansion of the dept. May	Incumbent should be
			e) MD involving	laydown policy and prepare plan schemes including cost analysis for	considered with appropriate
			(a) to (d) above	expansion and/or continuation of the Department or particular units of the	software, aids& appliances as
3	उपसंचालक/	S, ST, W,	a) B, LV	dept. May do analysis and prepare annual, quarterly reports on the	per needs
•	उपशिक्षणार्थी	MF, RW, SE,	b) D, HH	functioning and efficiency of the Department for the information of public	D, MI वगळून
	सल्लागार (व)	C	c) OA, OL, BL,	press and the parliament. They also answer queries from the public press	
		_	OAL, CP, LC, Dw,	and the Parliament. May prepare advertisement material for notifying	
			AAV	vacancies etc. in the press. May arrange and/or attend departmental	
			d) MI	meetings. Guide on purchase and control rules, purchase and supply of	
			e) MD involving	equipment's machineries and provision, stationery etc., Award contracts	
			(a) to (d) above	Insurance, Dealing with agents, Uses computers, and works in office.	
	गट-अ (तां)				
8	जिल्हा व्यवसाय	S, ST, BN,	a) B, LV b) D, HH	District Education Officer functions as Dist. Govt. Dept. dealing with	The work is performed both
	शिक्षण व प्रशिक्षण	RW, SE,MF	c) OA,BA, OL, BL,	specified matters such as education, serves as head of Dist. Advises	inside & outside. Works alone
	अधिकारी		CP, LC, Dw, AAV	Govt. on matter of Policy & Administration, organize and direct work of	and in group. No hazards are
			d) SLD, MI e) MD	Dept. supervises & executes & implements policies and decisions, Acts,	involved. Incumbent should be

S, ST, BN, MF, RW, SE, H, C P, LC, Dw, AAV MDy district of the institutions. Propriate and execute institutional and more to the jobs in service training programmes within the frame work of inside. The work place inside or on the jobs in service training programmes within the frame work of inside. The work place inside or on the jobs in service training programmes within the frame work of inside. The work place inside or on the jobs in service training programmes within the frame work of inside. The work place inside well lighted the work is performed most of the jobs in service training programmes within the frame work of inside. The work place inside well lighted the work is performed most of the jobs in service training programmes within the frame work of inside. The work place inside in service inside in service inside in service inside. The work is performed most or on the jobs in service training programmes within the frame work of one of the policy. All places in the programmes, training medicals, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame work of one programmes. Training medicals, plan, formulate and execute institutional and inside in the well lighted rooms of the plan. The work is performed most includes the programmes, training medicals, plan, formulate and execute institutional and inside. The work is performed most includes and programmes within the frame work of policy and administration. Scriptions of the Gevt. May function as Head of the Office.  10 (1) (1) (2) (2) (3) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4				Involving (a) to (d)	Rules & Regulations	considered with suitable aids &
MF, RW, SE, H, C CP, LC, Dw, AAV (S) SLD, Mig ND involving (a) to (d) above suggest suitable speaker/frainers for specific area of training, advice on satisfactions, and the institutions. They advise the Head of the Dept. on all matters of policy and administration. Implement policies of the Goving of the Organizations in the MF, RW, SE, H, C CP, LC, Dw, AAV, MDV (d) StD, Mill pi MD involving (a) to (d) involving (a) to (d) above suggest suitable speaker/frainers for specific area of training, advice on seeds.  ***TRIPATOR** (RT)**  ***TRIPATO				above		appliances supports per needs.
H, C CP, LC, Dw, AAV d) SLD, Me MD involving (a) to Cl BLA, CP, LC, Dw, AMV MDV d) MD involving (a) to Cl BLA, CP, LC, Dw, AMV MDV d) MD involving (a) to Cl BLA, CP, LC, Dw, AMV d) SLD, Mel MD involving (a) to Cl BLA, CP, LC, Dw, AMV d) SLD, Mel MD involving (a) to Cl BLA, CP, LC, Dw, AMV d) SLD, Mel MD involving (a) to Cl BLA, CP, LC, Dw, AMV d) SLD, Mel MD involving (a) to CP, LC, Dw, AMV d) SLD, Mel MD invo	ч	प्राचार्य	S, ST, BN,	a) B, LV b) D, HH	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
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है सहाय्यक S, ST, W, a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV, MDy d) MI matter (a) the Office.  17ट-अ (क) (तो)  18					Suggest suitable speaker/trainers for specific area of training, advice on	support. Appropriate aids &
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संचालक (तां)  MF, RW, SE, C O, OA, BA, OL, BL, CAL, BLOA, BLA, CP, LC, Dw, AAV, MDy d) MI e) MD involving (a) to (d) above  पट-अ (क) (तां)  S, ST, BN, MF, RW, SE, H, C O, LC, Dw, AAV d) SLD, MI e) involving (a) to (d) above  TIC-W (A) SLA, CP, LC, Dw, AAV d) SLD, MI e) involving (a) to (d) above  TIC-W (A) SLA, CP, LC, Dw, AAV d) SLA, DA, CP, LC, Dw, AAV d) SLA, BN, AB, LV b) D, HH c) OA, OL, BL, CP, LC, Dw, AAV d) SLA, BN, MF, RW, SE, H, C O, LC, Dw, AAV d) SLD, MI e) involving (a) to (d) above  TIC-W (A) SLA, BLOA, BLA, CP, LC, Dw, AAV d) SLA, MI e) involving (a) to (d) above  TIC-W (A) SLA, BLOA, BLA, CP, LC, Dw, AAV d) SLD, MI e) involving (a) to (d) above  TIC-W (A) SLA, BLOA, BLA, CP, LC, Dw, AAV d) SLD, MI e) involving (a) to (d) above  TIC-W (A) SLA, BLOA, BLA, CP, LC, Dw, AAV d) SLD, MI e) involving (a) to (d) above  TIC-W (A) SLA, BLOA, BLA, CP, LC, Dw, AAV d) SLD, MI e) involving (a) to (d) above  TIC-W (A) SLA, BLOA, BLA, CP, LC, Dw, AAV d) SLD, MI e) involving (a) to (d) above  TIC-W (A) SLA, BLOA, BLA, CP, LC, Dw, AAV d) SLD, MI e) involving (a) to (d) above  TIC-W (A) SLA, BLOA, BLA, CP, LC, Dw, AAV d) SLA, MI e) involving (a) to (d) above  TIC-W (A) SLA, BLOA, BLA, CP, LC, Dw, AAV d) SLA, MI e) involving (a) to (d) above  TIC-W (A) Subove (a) SLA, BLOA,						needs.
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	۷	उपप्राचार्य	S, ST, BN,	a) B, LV b) D, HH	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
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					appliances to be used as per
					needs.
	गट-अ (क) (अतां)				
90	सहाय्यक	S, ST, RW, C	a) B, LV	Decide the disciplinary action to be taken against staff as per Rules and	The work is performed mostly
	संचालक (व)		b) D, HH	Regulations laid down by the Department of Personnel and make policy	inside. He usually works alone
	(अतां)		c) OA, BA, OL,	decisions in the matter of administration. Implement policies of the Govt.	through interaction with
			BL, OAL, BLOA,	May function as Head of the Office. They organize and control all clerical	subordinates is actively
			BLA, CP, LC,	work in the office, mark the dak, allot duties of staff, co-ordinate and	required. The work place is well
			DW, AAV, MDy	supervise work of the clerical staff and look after discipline, administrative	lighted It does not involve any
			d) MI	matters including cases of Earned Leave, in subordination, arrangement	hazards. Incumbent should be
			e) MD involving	of office accommodation, furniture, office equipment's etc. Prepare briefs	considered with appropriate
			(a) to (d) above	of important administrative matters and Parliament questions, attend	software, aids& appliances as
				departmental meetings.	per needs.
					D, MI वगळून
	गट-ब (तां)				
99	सिस्टीम	S, ST, W,	a) LV	Maintaining all computer and equipment related to IT in proper working	Works in group and alone
	ॲनॅलिस्ट	RW, SE, H	b) D, HH	condition.	inside work place is usually
			c) OA, OL, BL,		comfortable Mobility and
			CP, LC, Dw, AAV		bilateral hand activities should
			d) ASD (M), SLD,		be adequate. Incumbent
			MI		should be considered with
			e) MD Involving (a)		appropriate software, aids &
			to (d) above		appliances support as per
					needs
					D, MI वगळून
			l		/ α.

9२	प्राचार्य	S, ST, BN,	a) B, LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
		MF, RW, SE,	b) D, HH	or on the jobs in service training programmes within the frame work of	inside. The work place inside is
		H, C	c) OA, OL, BL,	policies of the organizations/Department Aimed at improving personnel	well lighted The work in general
			CP, LC, Dw, AAV	efficiency and out-put Advise and assist in development of syllabi	organizations does not involve
			d) SLD, MI	programmes, training materials /aids Study policies, procedures,	any hazards. Incumbents to be
			e) MD involving (a)	instruments and other related documents. Prepare notes, comments,	considered with appropriate
			to (d) above	concerning field problems to modify/ draft Operational instructions.	software and other appliances
				Suggest suitable speaker/trainers for specific area of training, advice on	support. Appropriate aids &
				appropriate training activity, assist evaluation of trainees, as also training	appliances to be used as per
				programme. May correspond with concerned agencies, offices,	needs.
				organizations, .May maintain related statistics, conduct written/ practical	
				tests and prepare reports thereon.	
93	उपप्राचार्य	S, ST, BN,	a) B, LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
		MF, RW, SE,	b) D, HH	or on the jobs in service training programmes within the frame work of	inside. The work place inside is
		H, C	c) OA, OL, BL,	policies of the organizations/Department Aimed at improving personnel	well lighted The work in general
			CP, LC, Dw, AAV	efficiency and out-put Advise and assist in development of syllabi	organizations does not involve
			d) SLD, MI	programmes, training materials /aids Study policies, procedures,	any hazards. Incumbents to be
			e) MD involving	instruments and other related documents. Prepare notes, comments,	considered with appropriate
			(a) to (d) above	concerning field problems to modify/ draft Operational instructions.	software and other appliances
				Suggest suitable speaker/trainers for specific area of training, advice on	support. Appropriate aids &
				appropriate training activity, assist evaluation of trainees, as also training	appliances to be used as per
				programme. May correspond with concerned agencies, offices,	needs.
				organizations, .May maintain related statistics, conduct written/ practical	
			,	tests and prepare reports thereon.	
98	मुख्याध्यापक	S, ST, W,	a) B, LV	Teaching and practical exposure to the students.	The work is performed inside in
		BN, MF, RW	b) D, HH		well lighted room Bilateral hand
			c) OA,BA, OL,		activities should be adequate.
			OAL, CP, LC, Dw,		Teachers and instructors in
			AAV		manual crafts like carpeting,
			d) SLD, MI		tailoring weaving, black smithy
			e) MD Involving (a) to (d) above		etc. require good visual activity. D, MI वगळून
	गट-ब (अतां)		(a) to (u) above		D, MI पराळूरा
04:		O OT WAS	) D 11/		
94	) प्रबंधक	S, ST, W,MF,	a) B, LV	Duties assigned by the Director, assisting the director. They serve in	The work is performed mainly
		RW, SE, C	b) D, HH	various capacities in the Government. They assist in and/or execute	inside. Occasional touring is
			c) OA, BA, OL,BL,	various plans, policies of the Govt. In general, and their dept. In particular,	required. Working condition are
			OAL, CP,	may supervise actual execution of different plans, schemes etc. by the	usually calm and quiet.The
			LC, Dw, AAV,	various units of the office and co- ordinate their work. May provide the	worker plans his work alone. No

			MDy d) MI	necessary inputs for the efficient running and expansion of the dept. May laydown policy and prepare plan schemes including cost analysis	hazards are involved. Mobility should not be restricted.
			e) MD involving	forexpansion and/or continuation of the Department or particular units of	Incumbent should be
			(a) to (d) above	thedept. May do analysis and prepareannual, quarterly reports on	considered with appropriate
			, , , ,	thefunctioning and efficiency of theDepartment for the information of	software, aids& appliances as
				public press and the parliament. They also answer queries from the public	per needs
				press and the Parliament. May prepare advertisement material for notifying	D, MI वगळून
				vacancies etc. in the press. May arrange and/or attend departmental,	, ,
				departmental meetings. Guidance on purchase and control rules,	
				Purchase and supply of equipment's machineries and provision,	
				stationery etc., Award contracts Insurance, Dealing with agents, Uses	
				computers, works in office.	
9६	सहायक	S,ST,RW,C	a) B, LV b) D, HH	Decide the disciplinary action to be taken against staff as per Rules and	The work is performed mostly
	संचालक (अतां)		c) OA, BA, OL,	Regulations laid down by the Department of Personnel and make policy	inside. He usually works alone
			BL, OAL, BLOA,	decisions in the matter of administration. Implement policies of the Govt.	through interaction with
			BLA, CP, LC,	May function as Head of the Office. They organize and control all clerical	subordinates is actively
			DW, AAV, MDy d)	work in the office, mark the letter, allot duties of staff, co-ordinate and	required. The work place is well
			MI	supervise work of the clerical staff and look after discipline, administrative	lighted It does not involve any
			e) MD involving	matters including cases of Earned Leave, in subordination, arrangement	hazards. Incumbent should be
			(a) to (d) above	of office accommodation, furniture, office equipment's etc. Prepare briefs	considered with appropriate
				of important administrative matters and Parliament questions, attend	software, aids& appliances as
				departmental meetings.	per needs.
					D, MI वगळून
	गट – क				
90	प्रशिक्षण	S, ST, BN,	a) B, LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
	अधिकारी (वरिष्ठ)	MF,	b) D, HH	or on the jobs in service training programmes within the frame work of	inside. The work place inside is
		RW, SE, H, C	c) OA, BA, OL,	policies of the organizations/Department Aimed at improving personnel	well lighted The work
			BL, CP, LC, Dw,	efficiency and out-put Advise and assist in development of syllabi	in general organizations does
			AAV	programmes, training materials /aids Study policies, procedures,	not involve any hazards.
			d) SLD, MI	instruments and other related documents. Prepare notes, comments,	Incumbents to be considered
			e) MD involving (a)	concerning field	with appropriate software and
			to (d) above	problems to modify/ draft Operational instructions. Suggest suitable	other appliances support.
				speaker/trainers for specific area of training, advice on appropriate	Appropriate aids & appliances
				training activity, assist evaluation of trainees, as also training programme.	to be used as per needs.
				May	
				correspond with concerned agencies, offices, organizations, .May	
				maintain related statistics, conduct written/ practical tests and prepare	
				reports thereon.	

9८	प्रशिक्षण	S, ST, BN,	a) B, LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
10	अधिकारी	MF, RW, SE,	b) D, HH	or on the jobs in service training programmes within the frame work of	inside. The work place inside is
	जापपगरा	H, C	c) OA, BA, OL,		·
		п, С	BL, CP, LC, Dw,	policies of the organizations/Department Aimed at improving personnel	well lighted. The work
			AAV	efficiency and out-put Advise and assist in development of syllabi	lighted The work in general
				programmes, training materials /aids Study policies, procedures,	organizations does not involve
			d) SLD, MI	instruments and other related documents. Prepare notes, comments,	any hazards. Incumbents to be
			e) MD involving (a)	concerning field problems to modify/ draft Operational instructions.	considered with appropriate
			to (d) above	Suggest Suitable speaker/trainers for specific area of training, advice on	software and other appliances
				appropriate training activity, assist evaluation of trainees, as also training	support.
				programme. May correspond with concerned agencies, offices,	Appropriate aids & appliances
				organizations, .May maintain related statistics, conduct written/ practical	to be used as per needs.
				tests and prepare reports thereon.	
१९	मिलराईट	S, ST, W,	a) LVb) D, HHc)	Mechanic Maintenance, General repairs and overhauls workshop	The work is performed inside as
	मेंन्टेनन्स	BN, PP, MF	OL, LC, Dw,	machines and equipment periodically and on break downs to maintain	well as outside. Mobility of the
	मेकॅनिक		AAVd) ASD (M),	them in working condition. Examines machines and equipment to	person should be adequate.
			SLD, MIe) MD	ascertain nature and location of defects.	The incumbent should be
			involving (a) to (d)		considered with aids and
			above.		appliances.
२०	वसतिगृह	ST, W, BN,	a) LV	They formulate and execute policies, relating to recruitment, training,	The work is performed mostly
	अधिक्षक	MF	b) HH	review of terms and conditions, implementation of statutory and other	inside and sometimes outside.
			c) OA,BA, OL, BL,	welfare scheme and effective utilization in hostels. Advice and assist in	The work place is lighted. The
			CP, LC, Dw, AAV	development of managerial power, supervise administration of welfare	worker usually works alone. It
			d) SLD, MI	programmes, remuneration, discipline etc. Investigate into specific	does not involve any hazards.
			e) MD Involving (a)	problems of indiscipline and inefficiency to evolve and suggest	The Incumbent should be
			to (d) above	ameliorative measures to management.	onsidered with appropriate aids
					& appliances support as per
					needs.
२१	भांडार अधिक्षक	S, ST, MF,	a) B, LV	Incharge of purchasing, supply of materials, sign contracts, maintain	The work is performed mostly
		RW, SE,	b) D, HH	stock and registers etc.	inside. The work place is well
		Н	c) OA,BA, OL,		lighted and comfortable work in
			OAL, CP, LC, Dw,		office. Incumbent should be
			AAV		considered with appropriate
			d) ASD (M), SLD,		software, aids & appliances
			MI		support as per needs. से.प्र.नि.
			e) MD Involving (a)		नुसार पदे १००% पदोन्नतीने
			to (d) above		भरण्यात येतात.

	भांबामार	C CT W DN	->1.77	Chara Managara and Indian American at an all table	The condition mention is a sufficient
२२	भांडारपाल	S,ST,W, BN,	a) LV	Store Keeper receives stores and issues various types of goods, tools,	The work is mostly performed
		L, MF,	b) D, HH	equipment raw materials etc., and maintains record of each item. Checks	inside. The worker usually
		RW,SE,H,C	c) OA, OL, OAL,	incoming supplies against orders, bills or vouchers, identifies, weighs or	worksalone. Bilateral hand
			CP, LC, DW,AAV	measures and examines various items to ensure correct supply. Affixes or	activities of the person should
			d) ASD(M), SLD,	ties identity slips to items giving code numbers or marks. Enters details of	be adequate. Should have
			MI	goods received in stock registers. Maintains bin cards for each item	functional communication skills
			e) MD involving (a)	indicating stock in hand. Ensures proper storing and preservation of	with aids & devices. The
			to (d) above	goods. Issues stock on demand making necessary entries in registers and	incumbent should be
				bin cards. Exercises physical check of stores periodically and tallies with	considered with aids and
				stock registers. Renders to superiors periodical statements and reports	appliances.
				showing position and condition of stocks. Makes requisition for	
				replacement and further supply under advice of superiors. Supervises	
				work of subordinates engaged in lifting goods.	
२३	भांडार लिपिक	S, ST,	a) LVb) D, HHc)	Store Clerk receives stores and issues various types of goods, tools,	The work is mostly performed
		SE,RW,H,C	OA, OL, LC, Dw,	equipment raw materials etc., and maintains record of each item. Checks	inside. The worker usually
			AAVd) ASD (M),	incoming supplies against orders, bills or vouchers, identifies, weighs or	worksalone. Bilateral hand
			ID, SLD, MIe) MD	measures and examines various items to ensure correct supply. Affixes or	activities of the person should
			involving (a) to (d)	ties identity slips to items giving code numbers or marks. Enters details of	be adequate. Should have
			above	goods received in stock registers. Maintains bin cards for each item	functionalcommunication skills
				indicating stock in hand. Ensures proper storing and preservation of	with aids & devices. The
				goods. Issues stock on demand making necessary entries in registers and	incumbent should be
				bin cards. Exercises physical check of stores periodically and tallies with	considered with aids
				stock registers. Renders to superiors periodical statements and reports	andappliances.
				showing position and condition of stocks. Makes requisition for	анаарпанось.
				replacement and further supply under advice of superiors. Supervises	
				work of subordinates engaged in lifting goods.	
28	लघुलेखक	S, ST, W, L,	a) B, LV	Stenographers; records dictations in shorthand and transcribe them in	The work is mostly performed
**	(निम्नश्रेणी)	MF, RW, SE,	b) HH	typewritten form. Takes dictation in shorthand. Transcribe dictated	inside .The worker usually
	(1.14.1212)	H, C			,
		п, С	c) OA, OL, BL,	material from note book, using typewriter. Compares typed matter and	works alone. Mobility and
			OAL, CP,	submits	bilateral hand activities of the
			LC, Dw, AAV	them to superiors. May cut stencil on typewriter for use on duplicating	person should be adequate.
			d) ASD (M), SLD,	machine.	Should have functional
			MI		communication
			e) MD involving (a)		
			to (d) above		

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२५	लघुटंकलेखक	S, ST, W,	a) B, LV	Records dictations in shorthand and transcribe them in typewritten form.	The work is mostly performed
		MF, SE, H	b) OA, OL, BL,	Takes dictation in shorthand. Transcribe dictated material from note book,	inside. The worker usually
			CP, LC,	using typewriter. Compares typed matter and submits them to superiors.	works alone. Mobility and
			Dw, AAV, MDy	May cut stencil on typewriter for use on duplicating machine. Receives	bilateral hand activities of the
			c) ASD (M), SLD,	manuscripts containing statistical and accounting data. Inserts blank card	person should be adequate.
			MI	in machine and rapidly depresses selected keys of machine to punch	The incumbent should be
			d) MD involving (a)	holes in card to represent required data contained in manuscript.	considered with aids and
			to (c)	Removes punched card from machine. Maintains and oils machine.	appliances.
			above	Maintains record work completed. May operate verifying machine to verify	
				punched cards. May operate sorting or tabulating machine.	
२६	कॉम्प्युटर प्रोग्रॅमर	S, ST, W,	a) B, LVb) D, HHc)	Programmer converts symbolic statement of business, scientific, and	The work is performed inside.
		BN, SE,	OA, OL, BL, OAL,	other technical problems to detailed logical flow charts for coding into	Usually workers work alone.
		H,MF	BA, BL, CP, LC,	computer language and solution by means of automatic data processing	The place is well lighted.
			Dw, AAV, MDYd)	equipment.	Incumbent should be
			ASD (M), SLD,		considered with appropriate
			MIe) MD		aids and appliances.
			involving(a) to (d)		
			above		
२७	कॉम्प्युटर	S, BN, MF,	a) B, LV	Look after typing work and data entry in computer.	The work performed inside
	ऑपरेटर	SE	b) D, HH		the room. Should have
			c) OA, OL, BL,		functional communication
			OAL, Dw,		skill with assistive listening
			AAV		device. The incumbent
			d) ASD (M, MoD),		should be considered with aids
			ID,		andappliances.
			SLD, MI		
			e) MD involving (a)		
			to (d) above		

अधिक्षक RW, SE, H, C c) OA, OL, BL, BA, OAL, CP, LC, Dw, AVV d) SLD, MI establishment or office thereof. Allocates duties to staff under him, coordinates and supervises their work ensuring efficiency, discipline and observance of prescribed procedure. Studies all files, draft letters, notes, etc. Put up by clerk. Disposes routine and intermediately matter himself. Deals with important files and complicated cases personally and puts up notes, reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing with cases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various accounts and registers.  RW, SE, H, C OA, OL, BL, BA, OAL, CP, LC, Dw,AAVd) SLD, ofprescribed procedure. Studies all tiles to staff under him, coordinates and supervises their work ensuring efficiency, discipline and observance of prescribed procedure. Studies all tiles, draft letters, notes, etc. Put up ingroups.	in well s. The worker as well as in ncumbent should d with aids and
H, C C) OA, OL, BL, BA, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) foreward जिपिक // लेखा परिक्षक // लेखा परिक्षक (a) to (d) above  S, ST, W, MBW, SE,H, C Dw,AAVd) SLD, MIe) MD involving (a) to (d) above  S, ST, W, MPM MD involving (b) to (d) above  S, ST, W, MPM MD involving (a) to (d) above  S, ST, W, MPM MD involving (a) to (d) above  S, ST, W, MPM MD involving (b)	s. The worker as well as in noumbent should
BA, OAL, CP, LC, Dw, AAV below between the deling with cases. Keeps important, secret and confidential records in his personal custody. SLD, WI, MR, SE, H, C Dw, AAVO SLD, MI (a) to (d) above by clerk. Disposes routine and intermediately matter himself. Deals with important files and complicated cases personally and puts up notes, reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing with cases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various accounts and registers.  RW, SE, H, C Dw, AAVOJ SLD, MIe) MD involving (a) to (d) above of procedure. Studies all files, draft letters, notes, etc. Put up ingroups. The bead clerk organize and controls all clerical work within establishment or office thereof. Allocates duties to staff under him, coordinates and supervises their work ensuring efficiency, discipline and observance of prescribed procedure. Studies all files, draft letters, notes, etc. Put up ingroups. Should be considered appliances.  The work is inside in welling the work ensuring efficiency, discipline and observance of prescribed procedure. Studies all files, draft letters, notes, etc. Put up ingroups. Should be considered appliances.	as well as in neumbent should
Dw, AAV d) SLD, MI e) MB, LVb) D, HHc) OA, CP, LC, Dw,AAVd) SLD, MI (a) to (d) above Me (a) to (d) above (b) MB, LVb) D, HHc) MB (b) MD involving (a) to (d) above (c) MB, LVb) D, HHc) MB (c) MB, LVb) D, HHc) MB, LVb) D, HHc) MB (c) MB, LVb) D, HHc) MB, LVb) D	ncumbent should
Deals with important files and complicated cases personally and puts up notes, reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing with cases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various accounts and registers.  RW, SE,H, C  RW, SE,H, C  AB, LVb) D, HHc)  RW, SE,H, C  AB, LVb) D, HHc)  DA, OL, BL, BA, OAL, CP, LC, Dw,AAVd) SLD, Mile) MD involving (a) to (d) above  RIM: MD involving (a) to (d) above  Deals with important files and complicated cases personally and puts up notes, reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing withcases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various	
d) SLD, MI e) MD involving (a) to (d) above secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various accounts and registers.  8, ST, W, FW, SE, H, C OA, OL, BL, BA, OAL, CP, LC, Dw, AAVd) SLD, MIe) MD involving (a) to (d) above MIe) MD involving (a) to (d) above MIe) MD involving (a) to (d) above MIe) MIe) MD involving (a) to (d) above MIe) MIe) MD involving (a) to (d) above MIe) MIE) MIE) MIE) MIE) MIE) MIE) MIE) MIE	
e) MD involving (a) to (d) above procedure is followed by staff in dealing with cases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various accounts and registers.  8, ST, W, / Уяча लिपिक / Уяча लिपिक / Уяча (од. С. С. С. Од. Од. В. В. В. Од. С. С. Од. А. С. С. С. Од.	
secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various accounts and registers.  RW, SE, H, C  OA, OL, BL, BA, OAL, CP, LC, Dw, AAVd) SLD, MIe) MD involving (a) to (d) above  RW, O(d) above  to (d) above  secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various accounts and registers.  Head Clerk organize and controls all clerical work within establishment or office thereof. Allocates duties to staff under him, coordinates and supervises their work ensuring efficiency, discipline and observance ofprescribed procedure. Studies all files, draft letters, notes, etc. Put up important files and complicated cases personally and puts up notes, reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing withcases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various	
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payment of wages, salaries etc. To staff and maintenance of various accounts and registers.  8, ST, W, / प्रमुख लिपिक / रिलेखा परिक्षक	
accounts and registers.    भुष्य लिपिक   S, ST, W,   PW, SE, H, C   OA, OL, BL, BA, OAL, CP, LC, Dw, AAVd) SLD, Mile) MD involving (a) to (d) above   Mile) MD involving freports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing withcases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various   The work is inside in welling worker works in side in welling worker works in supervises their work ensuring efficiency, discipline and observance of prescribed procedure. Studies all files, draft letters, notes, etc. Put up by clerk. Disposes routine and intermediately matter himself. Deals with important files and complicated cases personally and puts up notes, reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing withcases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various	
RW, SE, H, C OA, OL, BL, BA, OAL, CP, LC, Dw, AAVd) SLD, Mie) MD involving (a) to (d) above Mie) MD involving reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing withcases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various	
/प्रमुख लिपिक /लेखा परिक्षक  RW, SE,H, C  OA, OL, BL, BA, OAL, CP, LC, Dw,AAVd) SLD, Mle) MD involving (a) to (d) above  RW, SE,H, C  OA, OL, BL, BA, OAL, CP, LC, Dw,AAVd) SLD, Mle) MD involving (a) to (d) above  office thereof. Allocates duties to staff under him, coordinates and supervises their work ensuring efficiency, discipline and observance ofprescribed procedure. Studies all files, draft letters, notes, etc. Put up by clerk. Disposes routine and intermediately matter himself. Deals with important files and complicated cases personally and puts up notes, reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing withcases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various	nostly performed
OAL, CP, LC, Dw,AAVd) SLD, MIe) MD involving (a) to (d) above (a) to (d) above (a) to (d) above (a) to (d) above (b) procedure is followed by staff in dealing withcases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various worker works ingroups. Should be contained to the contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups. Should be contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups. Should be contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups. Should be contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups. Should be contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups. Should be contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups. Should be contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups. Should be contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups. Should be contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups. Should be contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups. Should be contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups. Should be contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups. Should be contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups. Should be contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups. Should be contained by clerk. Disposes routine and intermediately matter himself. Deals with ingroups and procedure is followed by staff in dealing withcases. Reeps imp	ghted rooms. The
Dw,AAVd) SLD, Mle) MD involving (a) to (d) above  of prescribed procedure. Studies all files, draft letters, notes, etc. Put up by clerk. Disposes routine and intermediately matter himself. Deals with important files and complicated cases personally and puts up notes, reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing withcases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various	alone as well as
Mle) MD involving (a) to (d) above  by clerk. Disposes routine and intermediately matter himself. Deals with important files and complicated cases personally and puts up notes, reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing withcases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various	The incumbent
reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing withcases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various	sidered with aids
reports, drafts etc. To superior for orders. Ensures that prescribed procedure is followed by staff in dealing withcases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various	3.
secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various	
preparation of budget estimate, statement of accounts, financial bills, payment of wages, salaries etc. To staff and maintenance of various	
payment of wages, salaries etc. To staff and maintenance of various	
accounts and registers	
accounts and registers.	
<b>३०</b> वरिष्ठ लिपिक / S, ST, W, a) B, LV Office Assistant; Senior Clerk prepares notes, drafts Memoranda and The work is	nostly performed
लेखापाल MF, RW, SE, b) D, HH summaries quoting precedents, references, rules, etc. Draws out reports, inside as wel	as outside. The
C c) OA, OL, BL, number of papers received by him for disposal. Studies letters and worker usual	y works alone.
BA, OAL, correspondence and links connected papers on subject. Prepares brief Mobility and	احجما امسماماتما
CP,LC, Dw, AAV, notes, reports or draft replies quoting precedent, rules, regulations and activities of the	bilateral nand
MDy existing orders, if any, puts them to superior for consideration. Keeps be adequate	e person should
d) SLD, MI, watch over movement of files. Supervises work of subordinates and Functional	
e) MD involving (a) assists them in disposal of case correctly and expeditiously. Maintains skills with a	e person should
to (d) prescribed registers. May do his own typing. May handle cash and Incumbent	e person should  . Should have
above maintain accounts. considered	e person should  . Should have communication
appliances.	e person should  . Should have communication ids & devices.

39	कनिष्ठ लिपिक/	S, ST, W,	a) B, LV	Lower Division Clerk, performs variety of clerical duties such as	The work is mostly performed
'	कनिष्ठ लिपिक-	MF, RW, SE,	b) D, HH	maintenance of records, receipt and dispatch of dak, routine	inside as well as outside.The
	टंकलेखक	C	c) OA, OL, BA,	correspondence, tabulating data, preparing production schedules, wage	worker usually works alone.
	04/7/44/		BL, OAL,	bills, and insurance and provident fund accounts, keeping record of issue	Mobility and bilateral hand
			CP,LC, Dw, AAV,	and receipt of library books, maintaining record of incoming and outgoing	activities of the person should
			MDy	railway wagons and carriages, booking and delivering of goods,	be adequate. Should have
			d) ASD (M), SLD,	maintaining auction accounts, calculating and releasing attending to	Functional communication skills
			MI	clerical duties of court, allocating and supervising work of process serving	with aids & devices. Incumbent
			e) MD involving (a)	staff, receiving applications for granting arms licences, doing clerical work	should be considered with aids
			to (d)	for legal practioner copying and comparison work, etc. uses typewriters or	and appliances.
			above	word-processing equipment's to check and transcribe correspondence	ата аррианосо.
			above	and other documents, deal with incoming and outgoing mail, and deal	
				with routine correspondence on their own initiative not elsewhere	
				classified.	
३२	गट निदेशक	S, ST, W,	a) B, LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
1		BN, MF, RW,	b) HH	or on the jobs in service training programmes within the frame of policies	inside except for practical
		SE, H, C	c) OA,BA, OL, BL,	of the organizations/Depts. Aimed at improving personnel efficiency and	training. The work place inside
		02,11,0	CP, LC, Dw, AAV	output Advise and assist in development of	is well lighted The work in
			d) SLD, MI	syllabi programmes, training materials /aids study policies, procedures,	general organisations does not
			e) MD involving (a)	instruments and other related documents Prepare notes, comments,	involve any hazards. Incumbent
			to (d)	concerning field problems to modify/ draft operational instructions.	should be considered with
			above	Suggest suitable speaker/trainers for specific area of training, advice on	appropriate software, aids &
				appropriate training activity, assist evaluation of trainees, as also training	appliances support as per
				programme. May correspond with concerned agencies, offices,	needs.
				organisations, May maintain related statistics, conduct written/ practical	1.0000
				tests and prepare reports thereon.	
33	शिल्प निदेशक/	S, ST, W,	a) B, LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
'`	व्यवसाय निदेशक	BN, MF, RW,	b) HH	or on the jobs in service training programmes within the frame of policies	inside except for practical
		SE, H, C	c) OA, BA, OL,	of the organizations/Depts. Aimed at improving personnel efficiency and	training. The work place inside
			BL, CP, LC,	output Advise and assist in development of syllabi programmes, training	is well lighted The work in
			DW,AAV	materials /aids study policies, procedures, instruments and other related	general organisations does not
			d) SLD, MI	documents Prepare notes, comments, concerning field problems to	involve any hazards. Incumbent
			e) MD involving (a)	modify/ draft operational instructions. Suggest suitable speaker/trainers	should be considered with
			to (d) above	for specific area of training, advice on appropriate training activity, assist	appropriate software, aids &
			(-,	evaluation of trainees, as also training programme. May correspond with	appliances support as per
				concerned agencies, offices, organisations, May maintain related	needs.
				statistics, conduct written/ practical tests and prepare reports thereon.	
				, 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	1		J		

38	निदेशक	S, ST, W,	a) B, LV	They identify training needs, plan, formulate and execute institutional and	The work is performed mostly
	(जीआयटी)	BN, MF, RW,	b) HH	or on the jobs in service training programmes within the frame of policies	inside except for practical
		SE, H, C	c) OA, BA, OL,	of the organizations/Depts. Aimed at improving personnel efficiency and	training. The work place inside
			BL, CP, LC,	output Advise and assist in development of syllabi programmes, training	is well lighted The work in
			DW,AAV	materials /aids study policies, procedures, instruments and other related	general organisations does not
			d) SLD, MI	documents Prepare notes, comments, concerning field problems to	involve any hazards. Incumbent
			e) MD involving (a)	modify/ draft operational instructions. Suggest suitable speaker/trainers	should be considered with
			to (d) above	for specific area of training, advice on appropriate training activity, assist	appropriate software, aids &
				evaluation of trainees, as also training programme. May correspond with	appliances support as per
				concerned agencies, offices, organisations, May maintain related	needs.
				statistics, conduct written/ practical tests and prepare reports thereon.	
34	लघुलेखक	S, ST, W,	a) B, LVb) HHc)	Records dictations in shorthand and transcribe them in typewritten form.	The work is mostly performed
	(उच्चश्रेणी)	BN, RW, SE,	OA, OL, OAL, CP,	Takes dictation in shorthand. Transcribe dictated material from note book,	inside in well lighted rooms. The
		H,C	LC,Dw, AAV,	using computer Compares typed matter and submits them to superiors.	worker usually does his work
			MDyd) ASD (M),		alone. It does not involve any
			ID, SLD, MIe) MD		hazard. Appropriatecomputer
			involving (a) to (d)		software & aids and appliance
			above		to be used as per needs.
3६	सहाय्यक	S, ST,	a) LV	Store Clerk receives stores and issues various types of goods, tools,	The work is mostly performed
	भांडारपाल	SE,RW,H,C	b) D, HH	equipment raw materials etc., and maintains record of each item. Checks	inside. The worker usually works
			c) OA, OL, LC,	incoming supplies against orders, bills or vouchers, identifies, weighs or	alone. Bilateral hand activities of
			Dw, AAV	measures and examines various items to ensure correct supply. Affixes or	the person should be adequate.
			d) ASD (M), ID,	ties identity slips to items giving code numbers or marks. Enters details of	Should have functional
			SLD, MI	goods received in stock registers. Maintains bin cards for each item	communication skills with aids &
			e) MD involving (a)	indicating stock in hand. Ensures proper storing and preservation of	devices. The incumbent should
			to (d) above	goods. Issues stock on demand making necessary entries in registers and	be considered with aids and
				bin cards. Exercises physical check of stores periodically and tallies with	appliances.
				stock registers. Renders to superiors periodical statements and reports	
				showing position and condition of stocks. Makes requisition for	
				replacement and further supply under advice of superiors. Supervises	
2/2		OT W DN	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	work of subordinates engaged in lifting goods.	T
30	वसतिगृह अधिक्षक तथा	ST, W, BN,	a) LV	They formulate and execute policies, relating to recruitment, training,	The work is performed mostly
	्राधक्षक तथा ग्रंथपाल तथा	MF	b) HH	review of terms and conditions, implementation of statutory and other	inside and sometimes outside.
	ग्रथपाल तथा शारिरीक शिक्षण		c) OA,BA, OL, BL,	welfare scheme and effective utilization in hostels. Advice and assist in	The work place is lighted. The
	निदेशक/वसतिगृ		CP, LC, Dw, AAV	development of managerial power, supervise administration of welfare programmes, remuneration, discipline etc. Investigate into specific	worker usually works alone. It does not involve any hazards.
	ह अधिक्षक तथा		d) SLD, MI		,
			e) MD Involving (a)	problems of indiscipline and inefficiency to evolve and suggest	The Incumbent should be
	ग्रंथपाल		to (d) above	ameliorative measures to management.	onsidered with appropriate aids

					& appliances support as per needs.
	गट-ड				
<b>3</b> 6	लोहमुद्रण यत्रचालक	S, ST, BN, MF, SE	a) B, LV b) D, HH c) OA, OL, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above	Rhoneo Machine Operator sets and operates Rhoneo Machine. Makes necessary adjustments and starts and general maintenance of machine.	The work is performed mostly inside.
38	चतुर्थश्रेणी कर्मचारी/ कार्यशाळा परिचर	S, ST, W, BN, L, KC, PP, MF, SE, H, C	a) B, LV b) D, HH c) OL, OAL, CP, LC, Dw, AAVd) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	To open office, class rooms dusting of tables, chairs, carrying files, serving tea coffee any other work assigned.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
80	चक्रमुद्रण यंत्रचालक	S, ST, BN, MF,SE	a) B, LVb) D, HHc) OA, OL, LC,Dw, AAVd) ASD (M,MoD), SLD, MIe) MD involving(a) to (d) above	Cyclostyle Machine Operator sets and operates hand or electrically operated duplicating or cyclostyling machine for reproducing cyclostyled copies of type written or handwritten matter. Fastens stencil to cylinder of duplicatingmachine by placing perforated top end of stencil intoidentically fixed nails on top of cylinder and spreads stencilpaper gently by hand over silk skin. Applies duplicating inkover rollers. Rotates cylinder for spreading ink uniformlyover rollers and silk skin. Loads and adjusts duplicating paper at feeding end. Makes necessary adjustments and starts machine.	The work is performed mostly inside. Bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
४१	शिपाई	S, ST, W, BN, L, KC, PP, MF, SE, H, C	a) B, LV b) D, HH c) OL, OAL, CP, LC, Dw, AAVd) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	To open office, class rooms dusting of tables, chairs, carrying files, serving tea coffee any other work assigned.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED:S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP= Pulling & Pushing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw =Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities